Email Signature With Montgomery College's 75th Anniversary Logo

Microsoft Outlook and Outlook for Microsoft Office 365

MC75 MONTGOMERY COLLEGE

CELEBRATING 75 YEARS | 1946 ▪ 2021

Email Signature Format

Email Signature Format With Anniversary Logo

Email signatures with the anniversary logo should only be used **during the observance of the College's anniversary from September 16, 2021, to June 30, 2022**.

On-Campus Location

First and Last Name →	Jane Smith
Title →	Office Associate
Name of College →	Montgomery College
Department, Office, or Unit Name →	World Languages and Philosophy Department
Street Address, Building, and Room Number →	51 Mannakee Street | MT 400
City, State, and Zip Code →	Rockville, MD 20850
Phone Number →	Phone: 240-567-0000
Fax Number (optional) →	Fax: 240-567-0000
Mobile Number (optional) →	Mobile: 240-567-0000
Email Address →	jane.smith@montgomerycollege.edu
Montgomery College 75th Anniversary Left Aligned Logo With Tagline →	MC75 MONTGOMERY COLLEGE — CELEBRATING 75 YEARS | 1946 ▪ 2021
Confidentiality Clause (if required) →	If required, place your department's confidentiality clause here.

Off-Campus Location

First and Last Name →	John Smith
Title →	Office Associate
Name of College →	Montgomery College
Department, Office, or Unit Name →	Office of Communications
Street Address and Suite or Floor Number →	9221 Corporate Boulevard, 4th Floor
City, State, and Zip Code →	Rockville, MD 20850
Phone Number →	Phone: 240-567-0000
Fax Number (optional) →	Fax: 240-567-0000
Mobile Number (optional) →	Mobile: 240-567-0000
Email Address →	john.smith@montgomerycollege.edu
Montgomery College 75th Anniversary Left Aligned Logo With Tagline →	MC75 MONTGOMERY COLLEGE — CELEBRATING 75 YEARS | 1946 ▪ 2021
Confidentiality Clause (if required) →	If required, place your department's confidentiality clause here.

Create an
Email Signature in
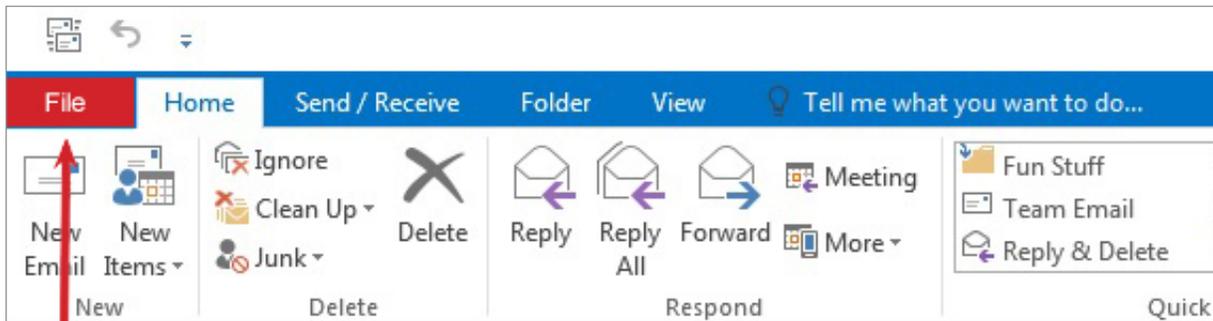# Microsoft Outlook

Email Signature: Microsoft Outlook

Step 1

In Microsoft Word, open the email signature template file with the insertion link for the anniversary logo.
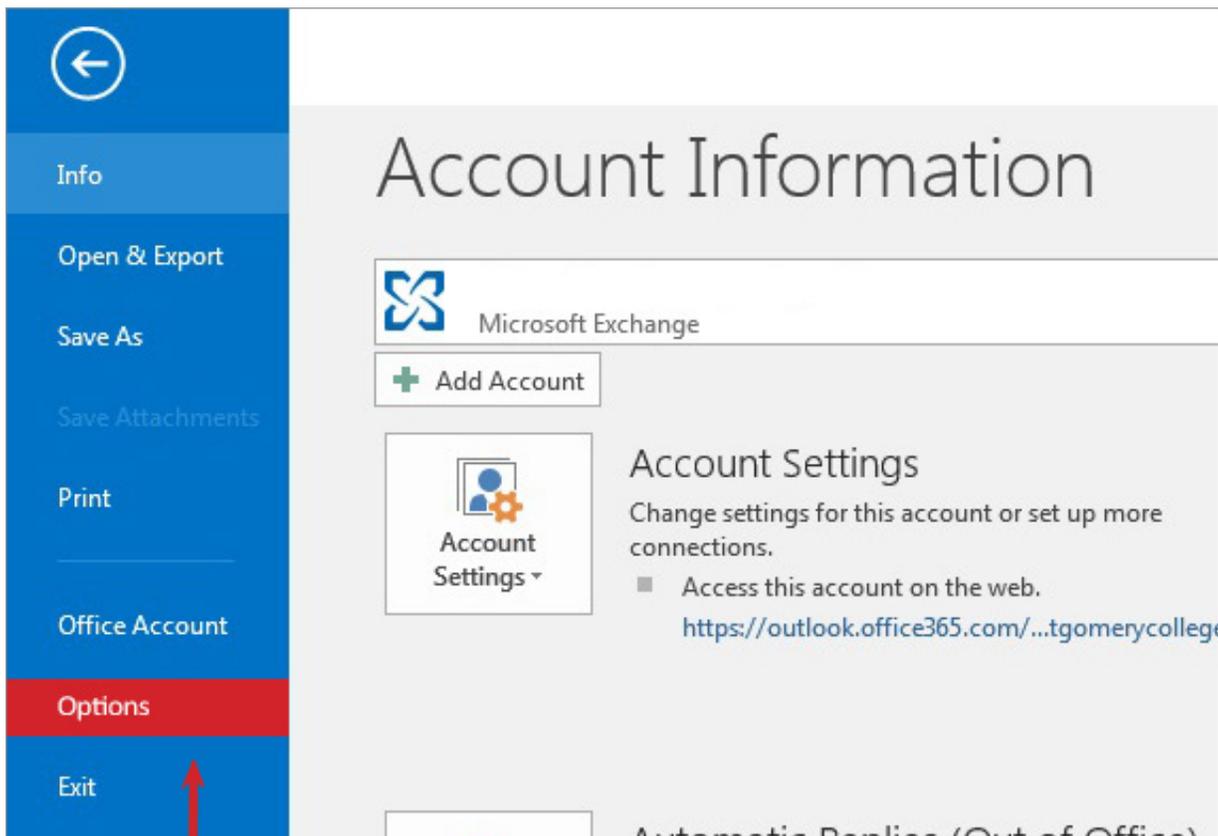Open Microsoft Outlook.

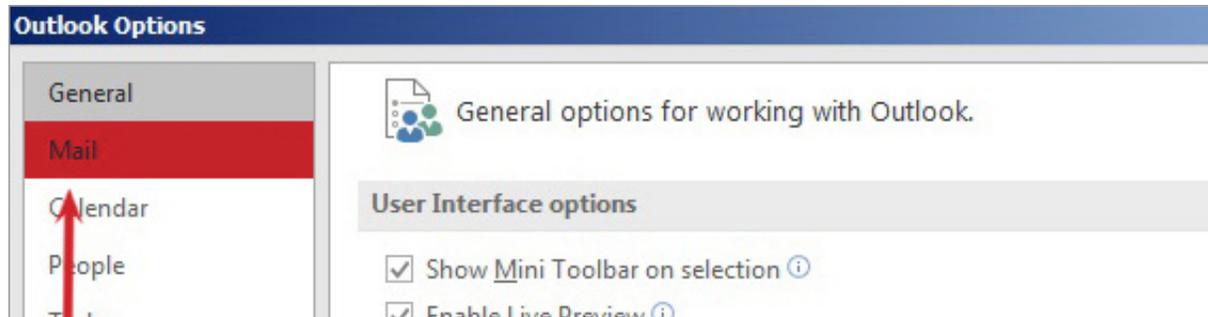## Step 2

In Microsoft Outlook, click on "File."

Step 3

Click on "Options."

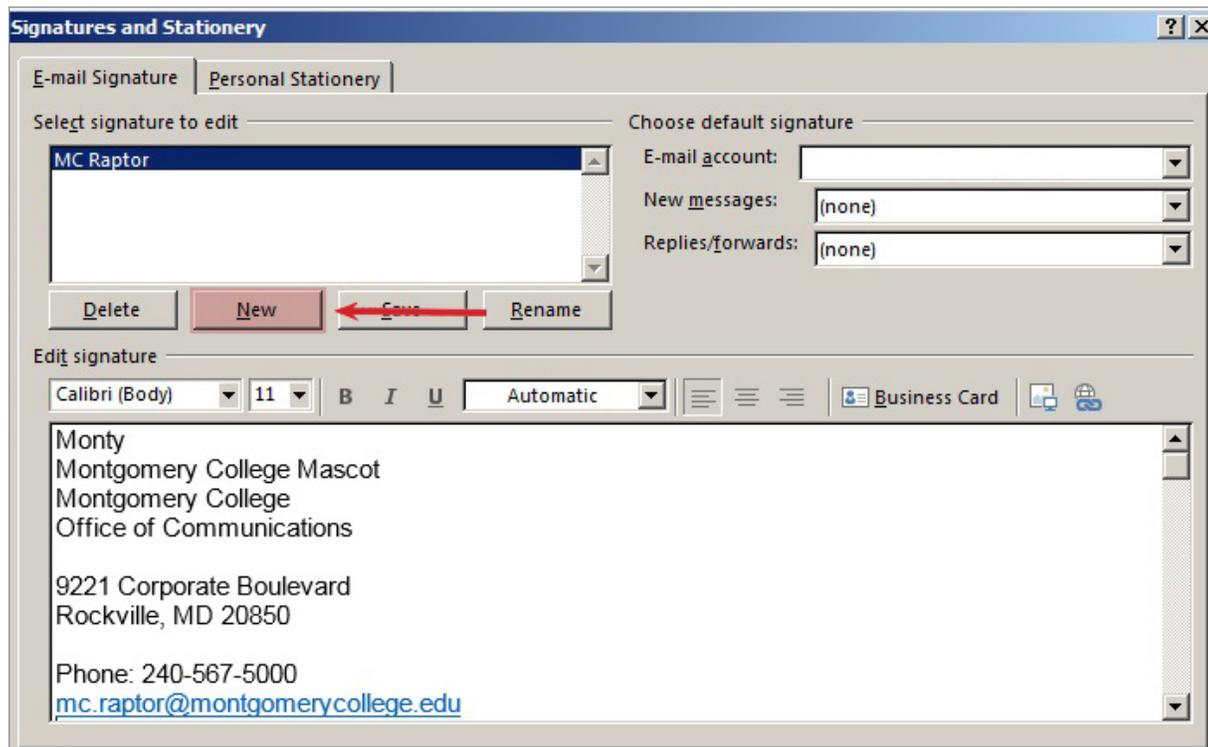# Email Signature: Microsoft Outlook

Step 4

Click on "Mail."
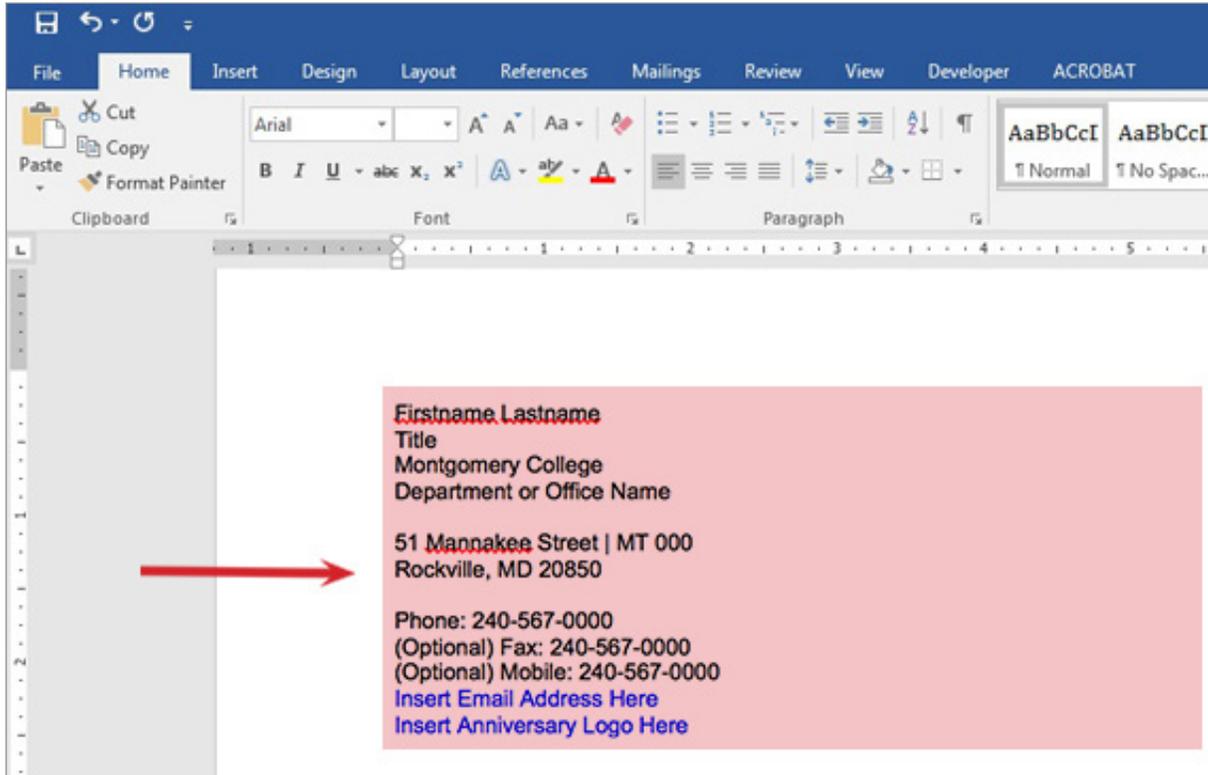

Step 5

Click on "Signatures."

Step 6

Click on "New" to create a new email signature. Enter the name for your email signature and click on "OK."

Email Signature: Microsoft Outlook

Step 7

Go to the email signature template file in Microsoft Word. Highlight the pre-formatted email signature. Press "Control + C" on your keyboard to copy it.

Email Signature: Microsoft Outlook

Step 8

Return to Microsoft Outlook. Paste the email signature into the "Edit Signature" text field by pressing "Control + V" on your keyboard.
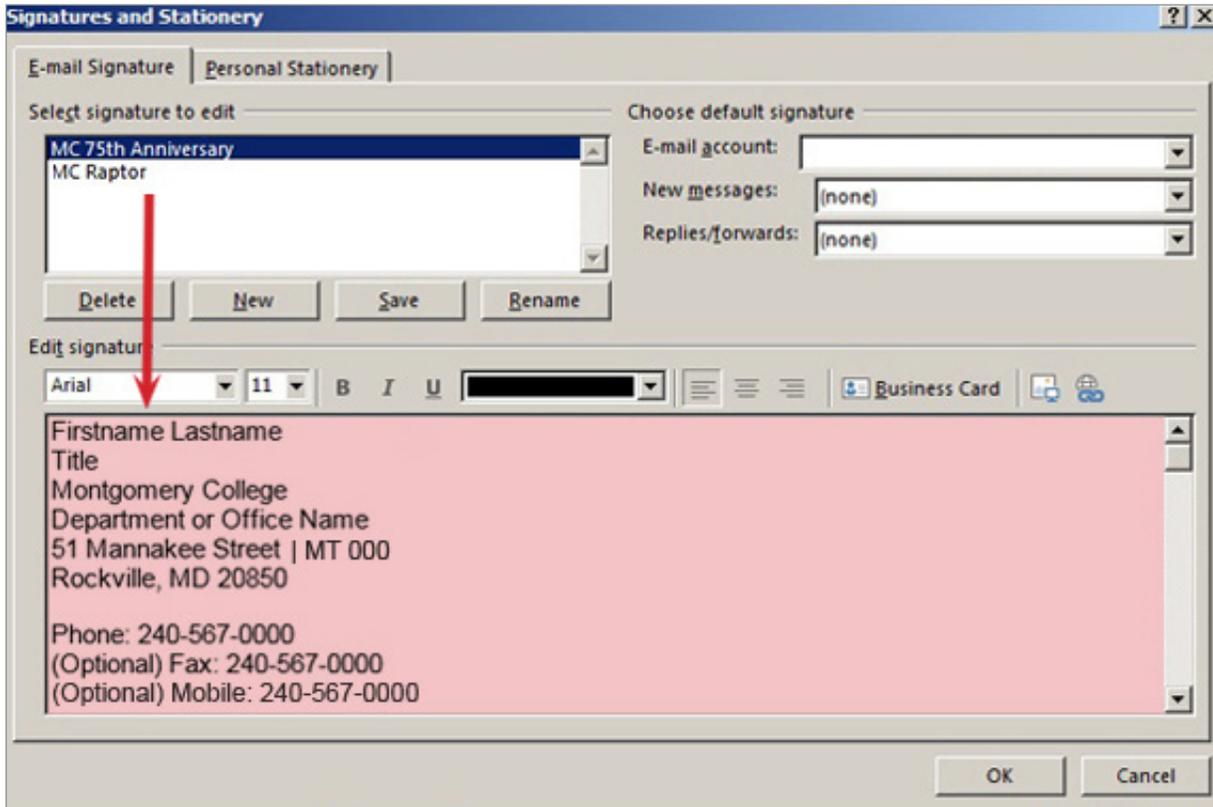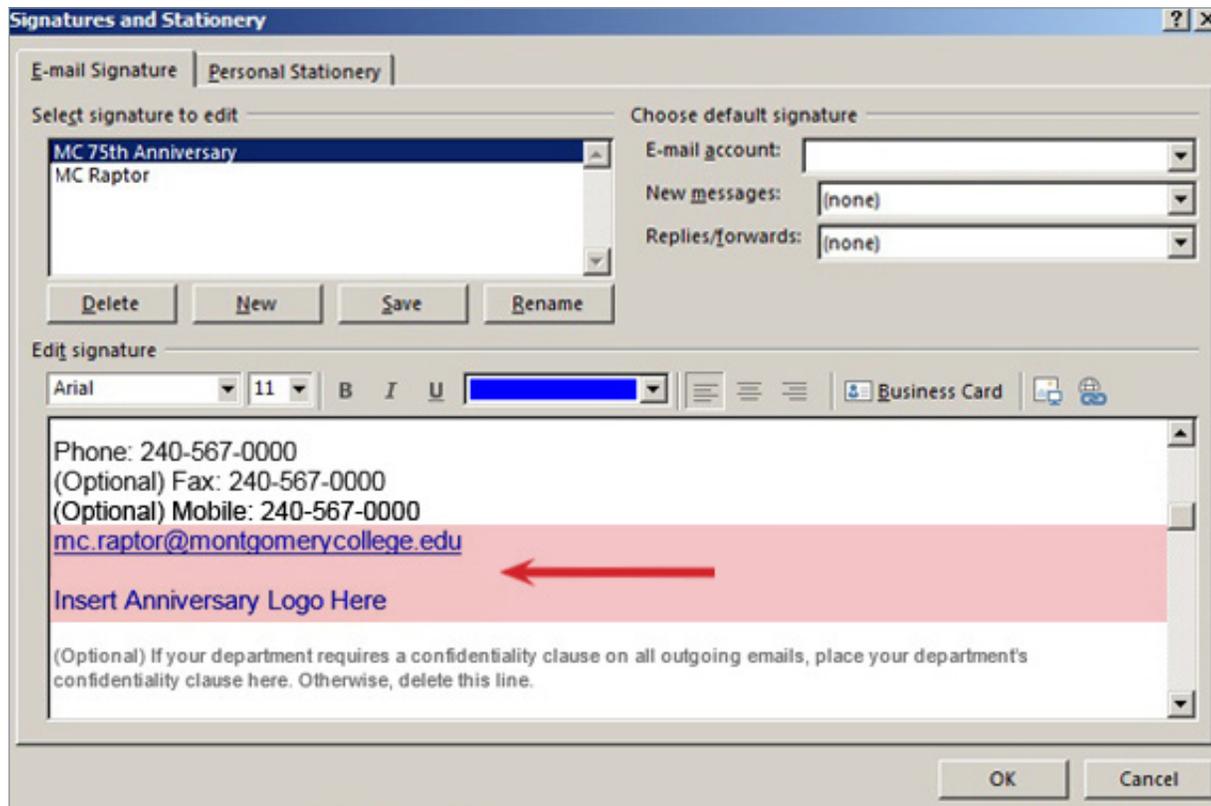
Email Signature: Microsoft Outlook

Step 9

Edit the your email signature's contact information. Do not enter your email address. You will do this in Step 10.
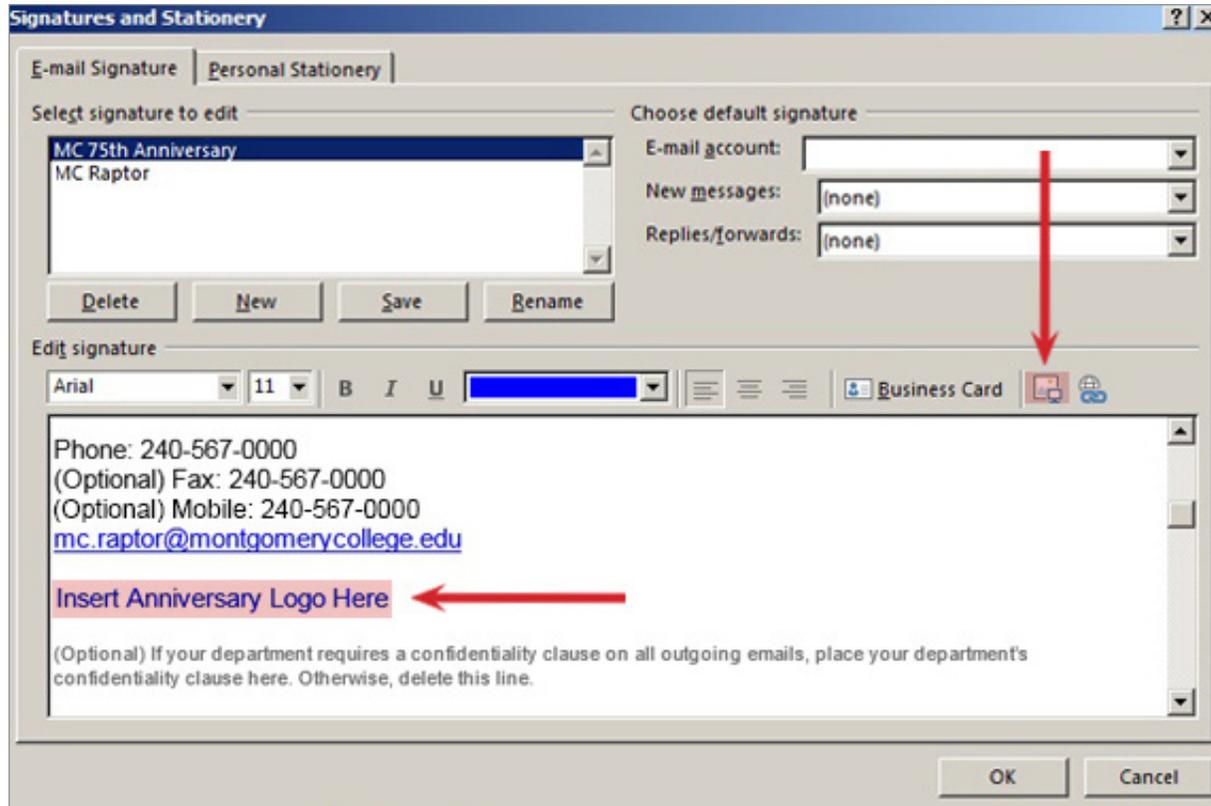
Step 10

Highlight "Insert Email Address Here" and enter your email address. Press the "Enter" key once to create one line space in between your email address and "Insert Anniversary Logo Here." Your email address should now be underlined.

Email Signature: Microsoft Outlook

Step 11

Highlight "Insert Anniversary Logo Here." Click on the "Insert Picture" icon.

Email Signature: Microsoft Outlook

Step 12

Return to the email signature template in Microsoft Word. Highlight the anniversary logo insertion link provided and copy it by pressing "Control + C" on your keyboard. The link that you should highlight and copy appears below:

https://media.montgomerycollege.edu/communications/creativeservices_website/mc75th_logos_page/assets/ MC75thLogo_Outlook.png
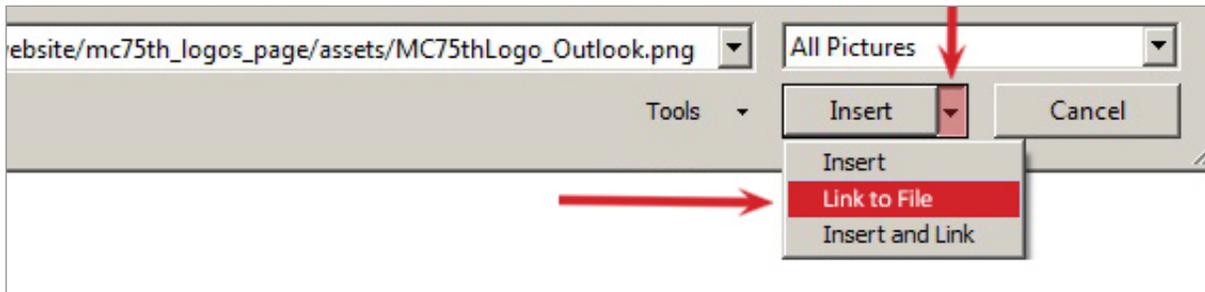
In Microsoft Outook, go to "File name" and paste in the link by pressing "Control + V" on your keyboard.
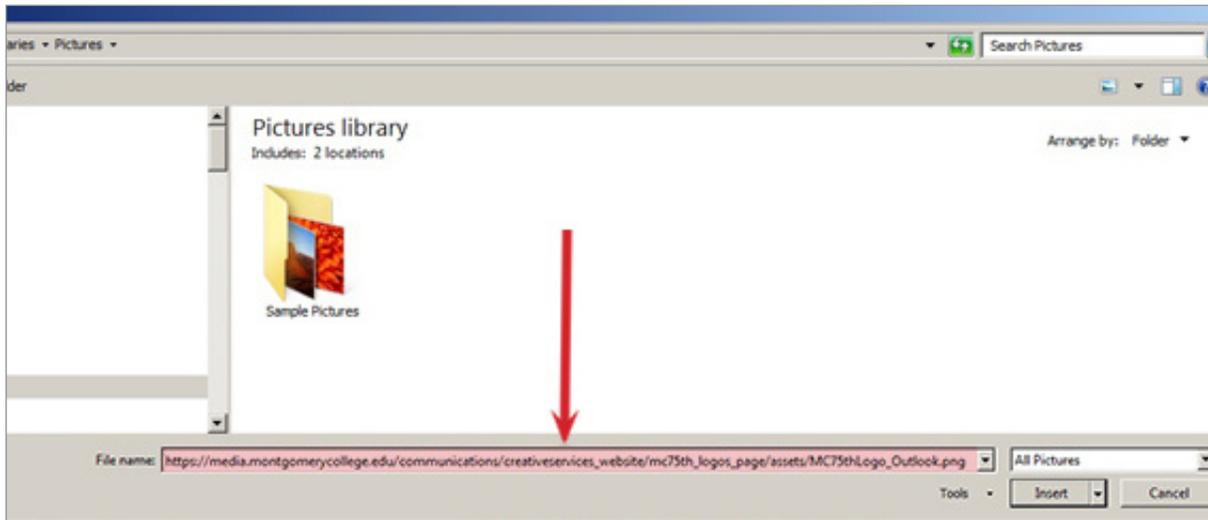
Email Signature: Microsoft Outlook

Step 13

Click on the arrow next to "Insert" and select "Link to File" to insert the anniversary logo. Please note that it may take several seconds before the logo appears in your email signature.
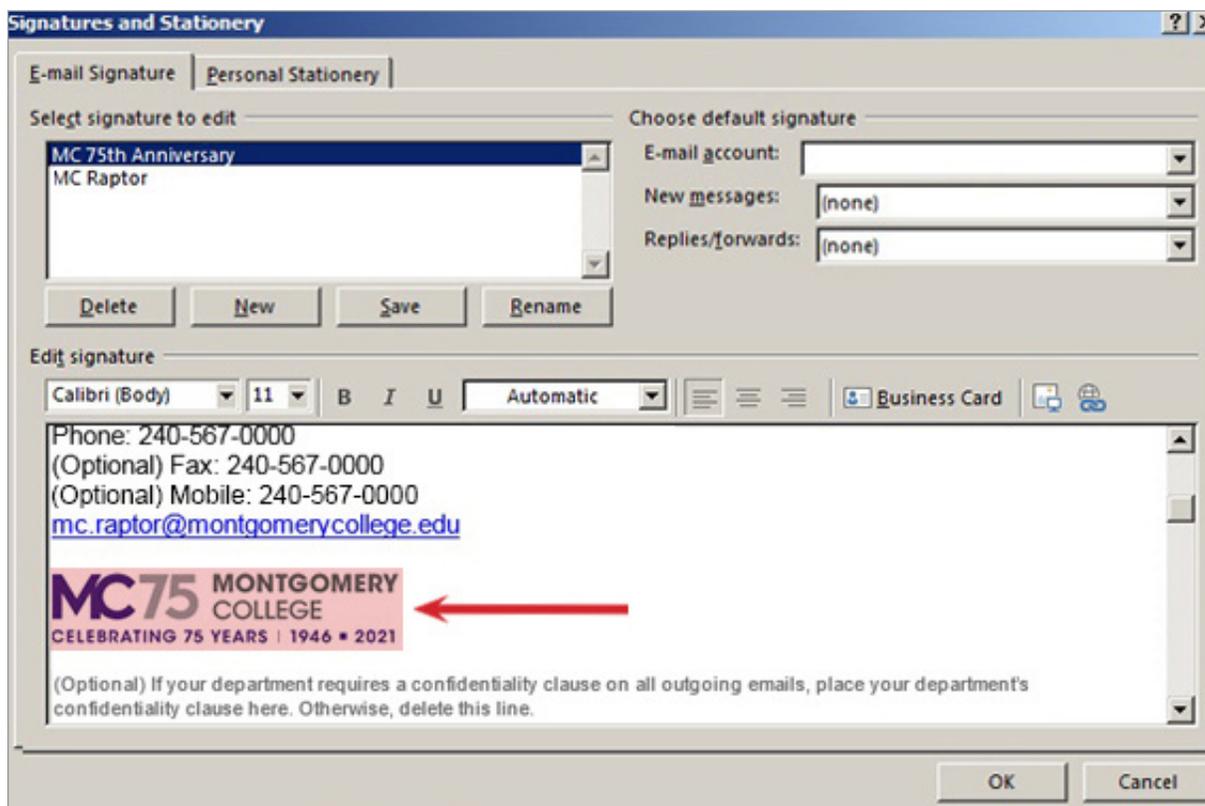
Step 14

Click on "Save" to save your email signature.

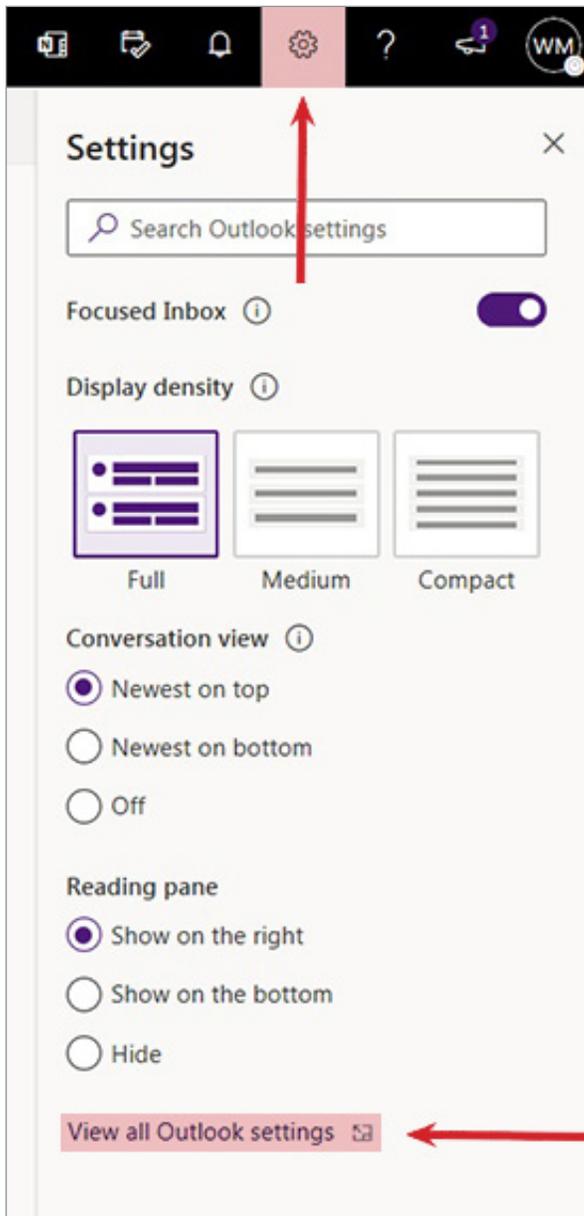# Create an Email Signature in Outlook for Microsoft Office 365

Email Signature: Outlook for Microsoft Office 365

Step 1

In Microsoft Word, open the email signature template file with the insertion link for the anniversary logo.
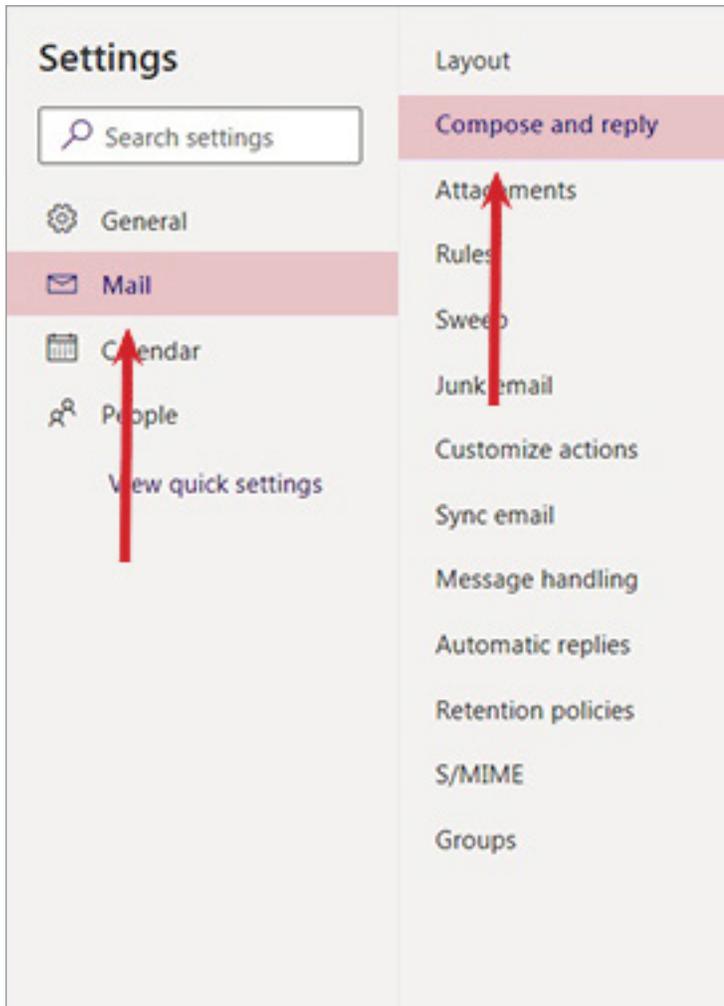Log into MyMC and log into Outlook for Office 365.

Step 2

Click on the gear icon located in the upper right corner. Go to and click on "View all Outlook Settings."

Email Signature: Outlook for Microsoft Office 365

Step 3

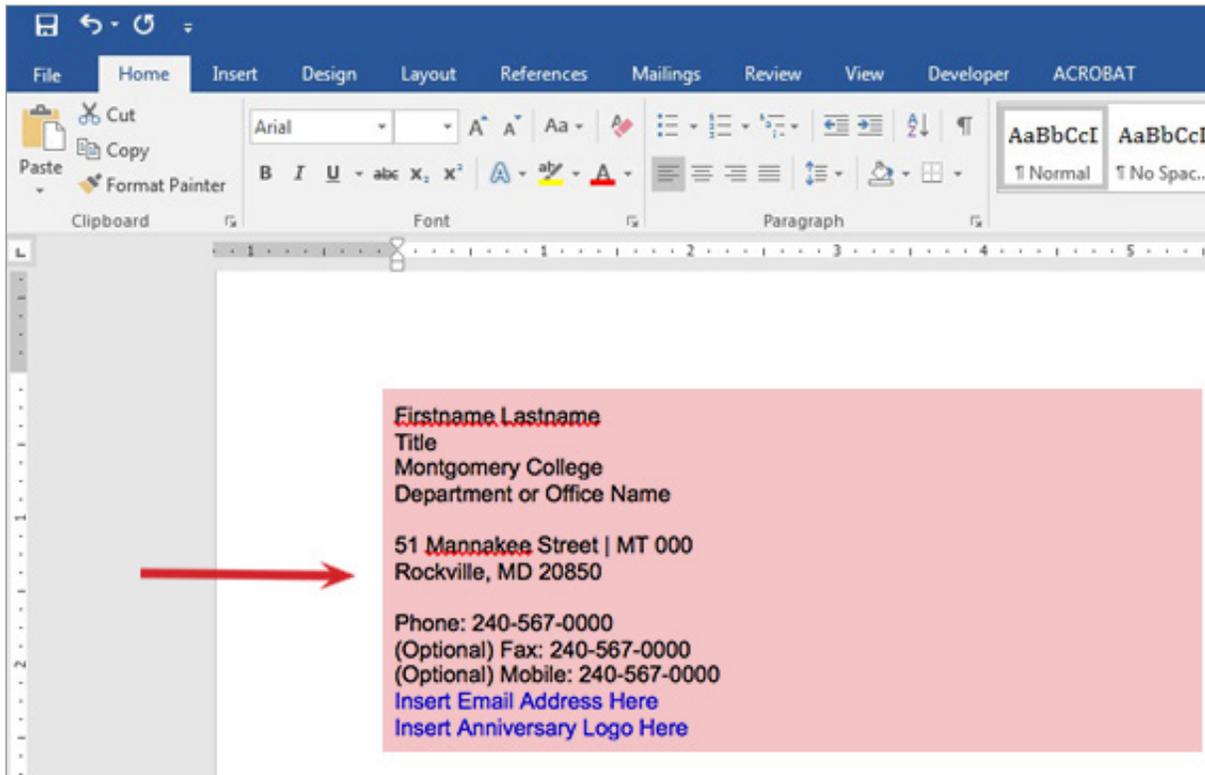In the "Settings" menu, click on "Mail" and then "Compose and reply."

Step 4

Go to the email signature template open in Microsoft Word.

Step 5

Highlight the pre-formatted email signature. Press "Control + C" on your keyboard to copy it.

Step 6

Return to Microsoft Outlook. Paste the email signature into the "Email Signature" text field by pressing "Control + V" on your keyboard.

Step 7

Edit the your email signature's contact information. Do not enter your email address. You will do this in Step 8.

Email Signature: Outlook for Microsoft Office 365

Step 8

Highlight "Insert Email Address Here" and enter your email address. Press the "Enter" key once to create one line space in between your email address and "Insert Anniversary Logo Here."

Compose and reply

Email signature

Create a signature that will be automatically added to your email messages.

51 Mannakee Street | MT 000
Rockville, MD 20850

Phone: 240-567-0000
(Optional) Fax: 240-567-0000
(Optional) Mobile: 240-567-0000
mc.raptor@montgomerycollege.edu

Insert Anniversary Logo Here

☐ Automatically include my signature on new messages that I compose
☐ Automatically include my signature on messages I forward or reply to

Step 9

Highlight "Insert Anniversary Logo Here." Click on the "Insert Picture" icon.

Step 10

Return to the email signature template in Microsoft Word. Highlight the anniversary logo insertion link provided and copy it by pressing "Control + C" on your keyboard. The link that you should highlight and copy appears below:

https://media.montgomerycollege.edu/communications/creativeservices_website/mc75th_logos_page/assets/ MC75thLogo_Outlook.png

In Outlook for Microsoft Office 365, go to "File name" and paste in the link by pressing "Control + V" on your keyboard. Click on "Open". Please note that it may take several seconds before Montgomery College's logo appears in your email signature.

Click on "Save" to save your email signature.